



City of Las Vegas

REQUEST FOR PUBLIC RECORDS

The City of Las Vegas' public records are available for inspection as required by law to any person making such a request for any lawful purpose. Please provide the following information:

Your Name: _____

Address: _____

Telephone No. _____

Describe the records you want to see as specifically as possible to assist us in answering your request:

Do you want copies of these records? Yes _____ No _____

Any copy of the record(s) requested will be subject to the usual cost for copying of \$.30 per surface copy up to the first ten (10) pages and \$.25 per surface copy thereafter per document. The undersigned agrees to pay such charges in advance of copying. The time it will take to have your copies ready is based on the number of documents you request. The length of time for copying large numbers of records is subject to negotiation. This office will make every effort to provide records at the time of the request or as soon as possible without serious disruption to our other business.

Public records are available for inspection between the hours of 8:00 AM and 12:00 PM and 1:00 PM and 5:00 PM on normal business days in the presence of the City Clerk or her authorized designee. Original records may not be removed from City Offices.

Signature of person requesting inspection

Date

(OFFICE USE ONLY)

Request forwarded to: _____ Date: _____

Disposition of Request: _____

TOTAL COST FOR COPIES: \$ _____ (Attach receipt)
STAFF TIME SPENT TO COMPLETE: _____ (Hours/minutes)

(RETURN COMPLETE FORM AND RECEIPT TO CITY CLERK)